



Manual Disbursing Operations



AGENDA

- ❑ Introduction and References
- ❑ Disbursing Chain of Command and Personnel roles/responsibilities
- ❑ Pecuniary Liability and Cash handling
- ❑ Advance DD 1081



AGENDA (cont.)

- ❑ Cashier and Disbursing Agent transactions
 - Disbursements
 - Casual/Local payments (DD 1351-6)
 - Contract payments and legal Claims (SF 1034)
 - Collections
 - Savings Deposit Program (DD1131)
 - AAFES and Postal (DD 1131)
 - Miscellaneous collections
 - Exchange Transactions (DD 2664)
 - Negotiable Instruments
 - Stored Value Card (SVC)
 - Foreign Currency exchanges



AGENDA (cont.)

- ❑ Balancing out and Return DD 1081
- ❑ Daily Agent Accountability Summary (DD 2665)
- ❑ Conclusion



TERMINAL LEARNING OBJECTIVE

Action: Perform Manual Disbursing Operations

Conditions: Given a requirement to conduct manual disbursing operations in a contingency environment, IAW DoDFMR 7000.14-R, Volume 5, Chapters 2-4, 10-11, 19, and 21

Standards: Students should be able to perform the following without error:

- Perform manual disbursing operations
- Identify duty positions within disbursing
- Prepare the Daily Agent Accountability Summary (DD Form 2665)
- Prepare a Statement of Agent Officer's Account (DD Form 1081)



REFERENCES

- DoDFMR 7000.14-R, Vol 5 – Disbursing Policy And Procedures

www.dod.mil/comptroller/fmr/05/index.html

- DOD Forms

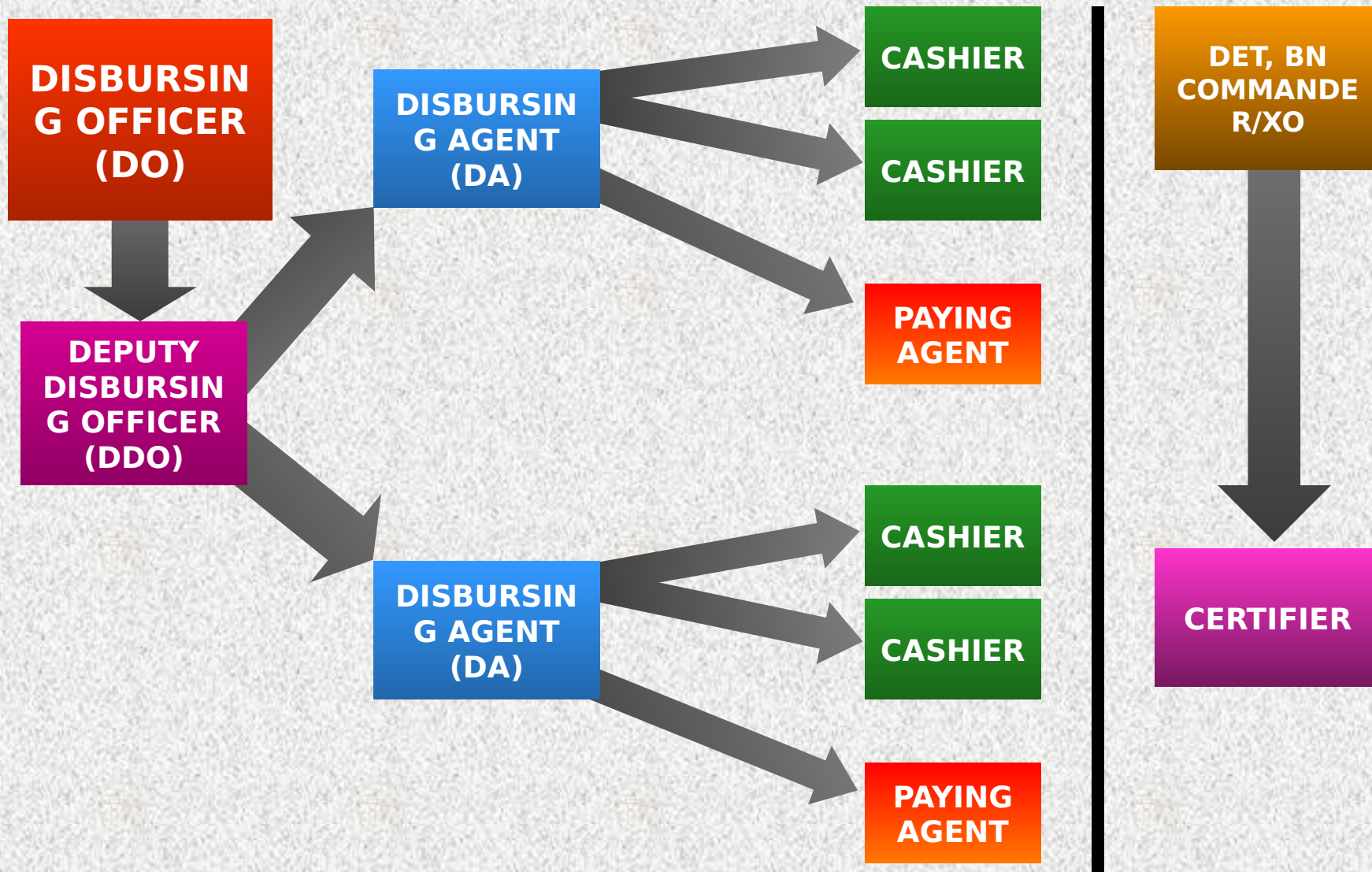
www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms0001-0499.htm

- DA Forms

www.armypubs.army.mil/eforms/da0001_to_da1299_1.htm



DISBURSING CHAIN OF COMMAND





DISBURSING PERSONNEL

Disbursing Officer (DO) – is the person held overall responsible for the account (DSSN) and is pecuniary liable for any losses associated with disbursing personnel. This individual is under formal appointment orders.

The primary responsibility of the DO is to ensure security and account for public funds.

Deputy Disbursing Officer (DDO) – is an individual appointed by the DO to act for and in the name of that DO. Acts as the DO if the DO is unable to fulfill his/her duties for any reason. He/she is responsible for the daily affairs of the overall account. This individual is under formal appointment orders.



DISBURSING PERSONNEL (cont.)

Disbursing Agent (DA) – is responsible for preparing disbursements and collection vouchers as an agent for the DO. This individual is under formal appointment orders.

Cashier – is an individual designated by the DO to perform disbursing, collection, and accounting responsibilities. Must be of unquestionable integrity. This individual is under formal appointment orders.

Paying Agent – is an individual nominated by his Unit Commander through orders to the DO in order to make payments for small purchases. Must be of unquestionable integrity. This individual is under formal appointment orders.

Certifier – is an individual designated by the DET or BN CDR/XO or the FMSU XO to verify that disbursements and collections are proper and legal prior to processing by disbursing personnel. This individual is under formal appointment orders.



PECUNIARY LIABILITY

An Agent (DDO, DA, Cashier, Paying Agent) who has signed for cash, negotiable instruments, and paid vouchers has **pecuniary liability** for such items until their return to their principal (DDO, DA). If an agent feels that adequate security has not been provided by the command (such as a safe or cash box that only the agent has access to, appropriate physical security and/or guard) then the agent may refuse to disburse such funds and return the funds to the DO.

Responsibility for the physical security of the cash must **never** be delegated to anyone, even the Disbursing Officer (DO) and/or his delegates (Disbursing Agent, Paying Agents, other cashiers, etc.).



PECUNIARY LIABILITY (cont.)

In the event of **shortages** or **overages** of funds, the DO, DDO, or DA will review procedures to verify if the discrepancy was due to negligence on your part.

Attention to detail, complying with the directives outlined in unit policies, and using effective security measures, while employing good common sense will minimize losses. It is imperative to take your time to do the job right. Do not feel pressured to forgo

accuracy for the sake of speed.

The agent is 100% responsible for the money that has been issued to him/her once the DD 1081 has been signed by both the agent and his/her principal.

Responsibility and security for your funds cannot be delegated.



CASH HANDLING PROCEDURES

- ✓ Keep all coins and currency segregated by denomination.
- ✓ Count funds a minimum of four times (1st to yourself from drawer, 2nd verification recount, 3rd count to the customer, 4th the customer counts the money back to you) before disbursing any funds. Have the customer verify the amount received before leaving. (If a customer leaves and returns stating there is a discrepancy, IMMEDIATELY cease cashier operations and notify your supervisor.)
- ✓ Keep funds received from customers in plain sight, counting out loud so there can be no grounds for dispute in the case of a possible discrepancy.



CASH HANDLING PROCEDURES (cont.)

- ✓ Ensure that your cash is guarded at all times.
NEVER leave funds unguarded.
- ✓ Handle cash with care and be alert at all times, do not become complacent.
- ✓ Count and bundle excess cash when business is slow using the correct banding tapes and coin wrappers.
- ✓ **NEVER** allow anyone to count or handle your funds except when duly authorized and in your presence. Keep your eyes on your money.



ADVANCING FUNDS TO AN AGENT

All funds that are advanced to agents shall be documented by using a DD Form 1081 (Statement of Agent Officer's Account). The DD 1081 will be dated and signed by the person advancing the funds as well as the agent.

The agent will verify all money that is being advanced by actual cash count by denomination.

The agent will secure all money in a safe, or locked money bag that is always in his/her possession, until the money is returned.



DD 1081

STATEMENT OF AGENT OFFICER'S ACCOUNT				
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO.		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS <small>(Include ZIP Code/APO number) and Telephone number</small>		
MARK DELL 1LT, FC Disbursing Agent 123-45-6789 3rd Financial Management Detachment FOB Finance, Afghanistan APO AE 09314 DSSN 8850		JOHN SMITH PFC, US Army Cashier 987-65-4321 3rd Financial Management Detachment FOB Finance, Afghanistan APO AE 09314 DSSN 8850		
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS <small>a</small>	INCREASE <small>(Received by Agent) b</small>	BEGINNING BALANCE <small>(In Agent's Account) c</small>	DECREASE <small>(Turned in by Agent) d</small>	ENDING BALANCE <small>(In Agent's Account) e</small>
1. BALANCE FORWARD				
2. U.S. DOLLARS				
3. FOREIGN CURRENCY				
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER <small>(Specify)</small>				
8. PAID VOUCHERS				
9. INCORRECT VOUCHERS RETURNED				
10.				
11.				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER				
STATEMENTS				
DISBURSING OFFICER		AGENT OFFICER		
<input type="checkbox"/> ON ADVANCE: I HAVE ENTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.		<input type="checkbox"/> ON ADVANCE: I, AS AGENT OFFICER, HAVE FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR. I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.		
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER	
<input type="checkbox"/> ON RETURN: I HAVE RECEIVED FUNDS AND/OR ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER.		<input type="checkbox"/> ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.		
DATE	SIGNATURE OF DISBURSING OFFICER	DATE	SIGNATURE OF AGENT OFFICER	

DD Form 1081, MAY 75 PREVIOUS EDITION IS OBSOLETE Adobe Professional 8.0

Administrative Data

Transactions affecting Accountability

Advance- Statement of Understanding

Return- Statement of Understanding



ADVANCE DD 1081 - ADMIN DATA

Only to be filled out
by personnel on
Disbursing Agent
orders or above

Agent Officer's
information (Cashier
and above)

STATEMENT OF AGENT OFFICER'S ACCOUNT

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO.

MARK DELL

1LT, FC

Disbursing Agent

123-45-6789

3rd Financial Management Detachment

FOB Finance, Afghanistan

APO AE 09314

DSSN 8850

AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS

JOHN SMITH

PFC, US Army

Cashier

987-65-4321

3rd Financial Management Detachment

FOB Finance, Afghanistan

APO AE 09314

DSSN 8850



ADVANCE DD 1081 - TRANSACTIONS

Important Notes

Count currency thoroughly. You will be expected to have the total in block 12C upon Return (left over currency plus documentation)

Always use dollar signs right in front of the numbers. This will avoid any future "misunderstanding".

Trust no one. If you are not comfortable with the values, do not sign the DD 1081 and recount the money.

Ending balance from day prior. This can be "\$0.00" if no money is previously in agent's account.

Currency advances

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTIONS	INCREASE (received by Agent)	BEGINNING BALANCE (In Agent's Account)	DECREASE (Turned in by Agent)	ENDING BALANCE (In Agent's Account)
a	b	c	d	e
1. BALANCE FORWARD		\$0.0		\$140,000.
2. U.S. DOLLARS	\$70,000.00	0		00
3. FOREIGN CURRENCY (IRAQI DINAR)	\$70,000.0			
4. MILITARY PAYMENT CERTIFICATES	0			
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER (Specify) CHECKS				
8. PAID VOUCHERS				
9. INCORRECT VOUCHERS RETURNED				
10. FC Gain or Loss				
11. Cashier overage/shortage				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		\$140,000.		\$140,000.
		00		00

Close up DD 1081 to avoid "confusions" with Disbursing Agent



Total advances/overall agent accountability



ADVANCE DD 1081 STATEMENTS OF UNDERSTANDING

Once totals are verified, the
principal initials, signs and
dates

Once the totals are verified, the
agent initials, signs and dates

STATEMENTS	
DISBURSING OFFICER	AGENT OFFICER
<p>MD ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.</p>	<p>J S ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.</p>
<p>DATE / SIGNATURE OF DIS </p> <p>14 March****</p>	<p>DATE / SIGNATURE OF AGENT </p> <p>14 March****</p>
<p>____ ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER</p>	<p>____ ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.</p>

Once the DA and the cashier sign the DD 1081, it becomes an accountability document that needs safeguarding by both the principal and agent.



CHECK ON LEARNING

Who is responsible for the appointment of the DDO, DA and cashiers?

The DO (the DDO and DA may also appoint IAW new change in Vol 5)

What is the role of the Certifier in the disbursing office?
To verify that a disbursement or collection transaction is legal and proper prior to processing (certification).

Who is ultimately responsible for the safeguarding of individual funds and what is this called?

Whomever signed for the funds. It's called "pecuniary liability".



CHECK ON LEARNING

What form is used to advance or return funds?
DD 1081 (Statement of Agent Officer's Account)

How many times should funds be counted prior to disbursement?

Four times: two to self, one out loud to customer, one counted back from the customer

Who is required to sign the DD 1081 when funds are being advanced?

The principal (whomever issued the funds) and the agent
(whomever is signing for the funds)



THREE MAIN TYPES OF AGENT TRANSACTIONS

The three main types of transactions a disbursing office deals with are:

DISBURSEMENTS- Decrease accountability.

COLLECTIONS- Increase accountability.

EXCHANGE TRANSACTIONS- receipt of one negotiable instrument in exchange for another or cash (does not affect overall accountability)



DISBURSEMENTS

A disbursement is a transaction that **decreases CASH** accountability. Since cash accountability decreases, the agent must always provide documentary evidence that the cash was properly and lawfully disbursed. Examples of Disbursements:

Local Pay (DD 1351-6 with DD 117)

Legal Claims or Contract payments (SF 1034)

Travel Advances/Settlements (DD 1351) *uncommon in theater*



DISBURSEMENTS - LOCAL PAY

Local payment limits will be established by the local Financial Management Support Center (FMSC). A policy letter will be published to establish procedures for all Financial Management elements within their command.

All Local Payments, regardless of service (Army, Marines, Navy, Reserves, etc.) will be recorded on a DD form 1351-6 (Multiple Payments List) which is chargeable under the appropriate Accounting Classification. These actions will ensure that the transactions were properly collected against the Soldier's pay and are in balance IAW the Merged Accountability & Funding Report (MAFR) balancing of this report starts at the cashier.



DISBURSEMENTS - LOCAL PAY (cont.)

Local payments for each service will be processed and recorded under their applicable DD 1351-6 and are “grouped” onto the appropriate DD 117. Cashiers are responsible for recording the individual transaction under the appropriate form designation. Failure to do so, might result in an uncollectable Local payment resulting in a Loss of Funds for which the cashier will be responsible for.



LOCAL PAYMENTS - DD 1351-6

MULTIPLE PAYMENTS LIST

ACTIVE ARMY ENLISTED			
MULTIPLE PAYMENTS LIST			
Page		of Pages	
PRIVACY ACT STATEMENT AUTHORITY: Title 5 USC 5516, 5517, 5520, and 5701; Title 37 USC 404-427; and E.O. 9397 PRINCIPAL PURPOSE(S): Used to supplement DD Form 1351-2, "Travel Voucher or Subvoucher," to substantiate claims for reimbursement when multiple individuals of an organization are performing official travel at the same time, between the same points, and accounting data is the same. The information collected may also be used as a payroll list. ROUTINE USE(S): Information may be furnished to an employee's state and/or local taxing authorities, to comply with agreements entered into by the Secretary of the Treasury, for verification of filing information used by an individual in a tax return; in addition, release of information on this form may be made to Federal, state, local or foreign law enforcement agencies, for investigation of and possible prosecution of an individual charged with violating any law, statute, rule, regulation, or order in this claim for restitution. DISCLOSURE: Voluntary; however, failure to furnish requested information may result in total or partial denial of amount claimed.			
1. TYPE OF PAYMENT (Check applicable)		D.O. VOUCHER NUMBER	
<input type="checkbox"/> MILITARY PAY (MP)	<input type="checkbox"/> TRAVEL ALLOWANCE (TA) <input checked="" type="checkbox"/> OTHER (Specify) LOCAL PAY	151200	
2. PAYROLL NUMBER (if applicable)		PAID BY	
3. DATE OF COMPUTED PAYMENT		33rd FMCo	
14 MAR **		Bagram, AF	
4. ORGANIZATION AND STATION		APO AE 09311	
3rd Financial Management Detachment		DSSN 8850	
FOB Finance, Afghanistan			
APO AE 09314			
5. PAYEE IDENTIFICATION			
a. LAST	b. FIRST	c. MI	d. SSN
e. TRAVEL ORDER OR OTHER AUTHORITY	f. AMOUNT	g. SIGNATURE OR CHECK NUMBER	
1			1
2			2
3			3
4			4
5			5
6			6
7			7
8			8
9			9
10			10
11			11
12			12
13			13
14			14
15			15
16			16
17			17
18			18
19			19
20			20
21			21
22			22
23			23
24			24
PAGE TOTAL		0.00	
6. ACCOUNTING CITATION			
21 2 2010.0000 90-0000 ZB14M400000 4140 CASUALPAY85500 P217 000000 012120			
7. PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THESE STATEMENTS ARE CORRECT AND PROPER			
a. NAME AND TITLE OF CERTIFYING OFFICER (Please type)		b. CERTIFYING OFFICER (Signature)	
CERTIFYING OFFICER			

Administrative Data

Individual payments

Accounting Citation

Certification



DD 1351-6 ADMIN DATA

Service designation (this is not part of the form). It will be either marked by the DA or cashier

Page number. Very important when having more than one page completely filled out for each service (think accountability)

Voucher numbers are assigned by DDS or a manual voucher log (DD 2659). The voucher number used on a particular DD 1351-6, must mirror the DD 1351-6 and DD 117 created by DDS.

Active Army Enlisted

MULTIPLE PAYMENTS LIST			Page 1 of 2 Pages
PRIVACY ACT STATEMENT			
AUTHORITY: Title 5 USC 5516, 5517, 5520, and 5701; Title 37 USC 404-427; and E.O. 9397			
PRINCIPAL PURPOSE(S): Used to supplement DD Form 1351-2, "Travel Voucher or Subvoucher," to substantiate claims for reimbursement when multiple individuals of an organization are performing official travel at the same time, between the same points, and accounting data is the same. The information collected may also be used as a payroll list.			
ROUTINE USE(S): Information may be furnished to an employee's state and/or local taxing authorities, to comply with agreements entered into by the Secretary of the Treasury, for verification of filing information used by an individual in a tax return; in addition, release of information on this form may be made to Federal, state, local or foreign law enforcement agencies, for investigation of and possible prosecution of an individual charged with violating any law, statute, rule, regulation, or order in this claim for restitution.			
DISCLOSURE: Voluntary; however, failure to furnish requested information may result in total or partial denial of amount claimed.			
1. TYPE OF PAYMENT (Check applicable)			D.O. VOUCHER NUMBER
<input type="checkbox"/> MILITARY PAY (MP)	<input type="checkbox"/> TRAVEL ALLOWANCE (TA)	<input checked="" type="checkbox"/> OTHER (Specify) Local Pay	151200
2. PAYROLL NUMBER (If applicable)		3. DATE OF COMPUTED PAYMENT	PAID BY
		14 Mar **	33rd FMSU Bagram, AF APO AE 09311
4. ORGANIZATION AND STATION			DSSN 8850
3rd Financial Management Support Detachment FOB Finance, Afghanistan APO AE 09314			

Local Finance Unit
Information and address

Date payments were
made.

FMSU information and
DSSN (Disbursing
Station Symbol
Number)



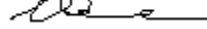
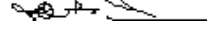
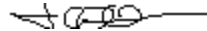
DD 1351-6 INDIVIDUAL TRANSACTIONS

Name of individual receiving the Casual Pay (check ID Card)

SSN number (verify signed DA 2142 from Milpay).
Illegible SSN's can result in a loss of funds

Amount of Casual Payment

Customer signature. Failure to obtain this signature will result in a loss of funds.

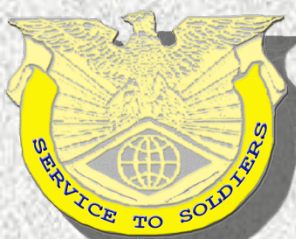
5. PAYEE IDENTIFICATION				e. UNIT	f. AMOUNT	g. SIGNATURE OR CHECK NUMBER
a. LAST	b. FIRST	c. MI	d. SSN			
Dough,	John	P.	123-45-6789		\$200.00	 1
Valdez,	Juan	J.	987-65-4321		\$150.00	 2
Stonowitz,	Cala	T.	564-65-1212		\$150.00	 3
4						4
5						5

All information in each line must be filled out prior to disbursing the money. Request, the soldier's ID card, and DA 2142 signed off by Milpay, record the data, have customer sign then disburse. Never allow the customer to complete his own data in order to avoid illegible data or attemptive fraud.

10						
11						
12						
13						19
14						20
15						21
				PAGE TOTAL	\$500.00	J.S.

Dollar value of sheet

Cashier must circle and initial total



DD 1351-6 ACCOUNTING CITATION AND CERTIFICATION

All Accounting Citations will be obtained from the DA Pam 37-100. It is the DA's responsibility to obtain the appropriate lines for the individual services. The DA must obtain these lines from HQ Disbursing and is responsible for the cashiers having the appropriate and most up to date data.

6. ACCOUNTING CLASSIFICATION

21 2 2010.0000 90-0000 ZB14M400000 4140 CASUALPAY88500 4140 P217 000000
012120 \$

7. PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THESE STATEMENTS ARE CORRECT AND PROPER

a. NAME AND TITLE OF CERTIFYING OFFICER *(Please type)*

Joe Dirt, SSG, Certifier

b. CERTIFYING OFFICER *(Signature)*

DD FORM 1351-6, JUN 93

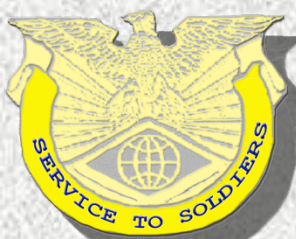
Replaces DD Forms 115 (MAY 74), 1351-1 (SEP 61), and 1351-6 (NOV 64), which may be used until DEC 31, 1993.

Reset

Adobe Professional 7.0

Name and title of the
Certifier

Signature of Certifier (must
be on certifying orders)



LOCAL PAYMENT - DD 117 MILITARY PAY VOUCHER

DD 117s are required to consolidate multiple DD 1351-6s sheets. The DD 1351-6s attached to an individual DD 117 must be for the same component (i.e., Active, Reserve), branch (i.e., Army Marines) and grade (i.e., officer or enlisted). Since all the DD 1351-6s meet the same criteria at this point, they would be processed against a single default line of accounting. Although possible to have more than one line of accounting on a DD 117, it is strongly discouraged since it will cause unnecessary imbalances in the MAFR report.

The attached DD 1351-6s will share the same voucher number as the DD 117. The total of the DD 117 must equal to the addition of all DD 1351-6 totals.



LOCAL PAYMENTS - DD 117 MILITARY PAY VOUCHER

1. DEPARTMENT ARMY		2. VOUCHER NUMBER 151200	
MILITARY PAY VOUCHER			
IDENTIFICATION AND CERTIFICATION			
3. ATTACHMENT 2 Pages		4. ORGANIZATION AND LOCATION 3rd Financial Management Detachment FOB Finance, Afghanistan	
5. PAYROLL NUMBER		6. PURPOSE OF PAYMENT	
TO: SEE ATTACHED		7. PAID BY 33rd FMCo Bagram, AF APO AE 09311 DSSN 8850 (Brief Stamp)	
I CERTIFY this voucher is correct and proper for payment from the appropriation and/or fund indicated below.			
8. TYPED NAME OF DISBURSING OFFICER OMAR S. TYSON		9. DSSN 8850	
10. SIGNATURE OF DISBURSING OFFICER OR DEPUTY			
As Agent Officer to the above Disbursing Officer, I CERTIFY the amounts shown on the attached money lists have been paid by me to members listed thereon after proper identification.			
11. SIGNATURE OF AGENT OFFICER		12. DATE PAID 14 Mar **	
APPROPRIATION CHARGES			
13. APPROPRIATION		14. AMOUNT	
21 2 2010.0000 90-0000 ZB14M400000 4140 CASUALPAY88500 P217 000000 012120		\$ 500.00	
15. PREPARED BY CASHIER		16. REVIEWED BY CERTIFIER	
17. TOTAL \$ 500.00			
PAYMENT DATA			
CHECK PAYMENT	18. AMOUNT	19. PAID BY CHECK NUMBERS	
		TO INCL	
CASH PAYMENT	20. AMOUNT	21. I acknowledge receipt of cash payment in amount stated.	
		SIGNATURE OF PAYEE (For an individual cash payment)	

Administrative Data

Disbursing Agent
verification

Accounting Citation
and Cashier/Certifier
verification

Individual payment data



DD 117 - ADMIN DATA

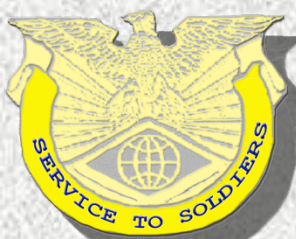
Branch of Service

Count of DD 1351-6s
attached to DD 117

Voucher numbers are assigned from the
manual voucher log or DDS (DD 2659).
The totals and administrative data must
match the attached DD 1351-6s.

1. DEPARTMENT ARMY		MILITARY PAY VOUCHER		VOUCHER NUMBER 151200	
IDENTIFICATION AND CERTIFICATION					
3. ATTACHMENT 2 Pages		4. ORGANIZATION AND LOCATION 3rd Financial Management Detachment FOB Finance, Afghanistan		5. PAYROLL NUMBER	
6. PURPOSE OF PAYMENT LOCAL PAYMENTS		Local Payments		Location and DSSN of FMSU that you fall under	
TO:		SEE ATTACHED		7. PAID BY 33rd FMCo Bagram, AF APO AE 09311 DSSN 8850 (Brief Stamp)	


Name of payee if DD
117 is used for a single
payment. (See
Attached when using
DD 1351-6)



DD 117 - DISBURSING AGENT VERIFICATION

Disbursing Officer's name
and title

DSSN

I CERTIFY this voucher is correct and proper for payment from the appropriation and/or fund indicated below.		
8. TYPED NAME OF DISBURSING OFFICER OMAR S. TYSON	9. DSSN 8850	10. SIGNATURE OF DISBURSING OFFICER OR DEPUTY
As Agent Officer to the above Disbursing Officer, I CERTIFY the amounts shown on the attached money lists have been paid by me to members listed thereon after proper identification.		
11. SIGNATURE OF AGENT OFFICER 		12. DATE PAID 14 Mar **

Signature of Disbursing Agent

Current Business date



Subtotal

DD 117 total
(addition of all
attached DD 1351-
6s)



DD 117 - INDIVIDUAL PAYMENT DATA

Portion not used in
normal contingency
Disbursing operations

PAYMENT DATA		
CHECK PAYMENT	18. AMOUNT <div></div>	19. PAID BY CHECK NUMBERS <div></div> TO <div></div> INCL
CASH PAYMENT	20. AMOUNT <div></div>	21. I acknowledge receipt of cash payment in amount stated. <div></div> SIGNATURE OF PAYEE (For an individual cash payment)



Paid DD 135

ACTIVE MARINE OFFICER

ACTIVE ARMY ENLISTED

ACTIVE ARMY ENLISTED

ACTIVE ARMY ENLISTED

ACTIVE AIR FORCE ENLISTED

MULTIPLE PAYMENTS LIST

AUTHORITY: Title 5 USC 5516, 5517, 5520, and 5701; Title 37 USC 304-421; and E.O. 9977

PRINCIPAL PURPOSE: Used to supplement DD Form 1351-2, "Travel Voucher or Subvoucher," to submit organization are performing official travel at the same time, between the same points, or be used as a permit for.

ROUTINE USE: Information may be furnished to an employee's state and/or local taxing authorities. However, for verification of this information used by an individual in a tax return, it is state, local or foreign law enforcement agencies, for investigation of and possible prosecution, or order in the court for resolution.

DISCLOSURE: Voluntary disclosure, failure to furnish requested information may result in total or partial.

1. TYPE OF PAYMENT (Check applicable)

☐ MILITARY PAY (MP) ☐ TRAVEL ALLOWANCE (TA) ☒ OTHER (Specify) ☐

2. PAYROLL NUMBER (If applicable)

3. DATE OF COMP 143

4. ORGANIZATION AND STATION

3rd Financial Management Detachment

FOB Finance, Afghanistan

APO AE 09314

5. PAYEE IDENTIFICATION

a. LAST b. FIRST c. MI d. SSN e. TRAVEL ORDER OR OTHER AUTHORITY

1

2

3

4

5

6

7

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11

12

13

14

15

16

17

18

19

20

21

22

23

24

PAGE TOTAL

6. ACCOUNTING CLASSIFICATION

57 2 3500 0000 00-0000 000000000000 0000 CASUALPAY88500 W018 000000 525725

7. PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THESE STATEMENTS ARE COR

a. NAME AND TITLE OF CERTIFYING OFFICER (Please type) b. CERTIFYING

CERTIFYING OFFICER

DD FORM 1351-6, JUN 93

Replaces DD Forms 115 (MAY 74), 1351-1 (SEP 61), (NOV 64), which may be used until DEC 31, 1

1. DEPARTMENT MARINES	MILITARY PAY VOUCHER	2. VOUCHER NUMBER 151400
IDENTIFICATION AND CERTIFICATION		
3. ATTACHMENT 1 Pages	4. ORGANIZATION AND LOCATION 3rd Financial Management Detachment FOB Finance, Afghanistan	5. PAYROLL NUMBER
6. PURPOSE OF PAYMENT LOCAL PAYMENTS		7. PAID BY 33rd FMCo Bagram, AF APO AE 09311 DSSN 8850 (Brief Stamp)
TO: SEE ATTACHED		
I CERTIFY this voucher is correct and proper for payment from the appropriation and/or fund indicated below.		
8. TYPED NAME OF DISBURSING OFFICER OMAR S. TYSON	9. DSSN 8850	10. SIGNATURE OF DISBURSING OFFICER OR DEPUTY
As Agent Officer to the above Disbursing Officer, I CERTIFY the amounts shown on the attached money lists have been paid by me to members listed thereon after proper identification.		
11. SIGNATURE OF AGENT OFFICER		12. DATE PAID 14 Mar **
APPROPRIATION CHARGES		
13. APPROPRIATION 17 2 1105.2701 00-0000 000000000000 0000 CASUALPAY88500 W024 000000 067443		14. AMOUNT \$ 500.00
15. PREPARED BY CASHIER		16. REVIEWED BY CERTIFIER
17. TOTAL \$ 500.00		
PAYMENT DATA		
CHECK PAYMENT	18. AMOUNT	19. PAID BY CHECK NUMBERS TO INCL
CASH PAYMENT	20. AMOUNT	21. I acknowledge receipt of cash payment in amount stated. SIGNATURE OF PAYEE (For an individual cash payment)

DD FORM 117, SEP 77

EDITION OF 1 MAY 74 WILL BE USED UNTIL EXHAUSTED.

FORM APPROVED BY COMPTROLLER GENERAL, U.S.

Reset

11 FEB 72

Adobe Professional 7.0

PLE

Active Army
Enlisted

e



DISBURSEMENTS - LEGAL CLAIMS

Legal Claims are prepared and paid in order to reimburse non-military personnel for damage to their property during U.S. Forces combat operations. These payments must always be recorded and paid using an SF 1034.

Legal payments are dictated by the local Legal office. They determine and Certify the amount to be paid. The Legal office OIC (individual signing and Certifying the payment) has to be on Certifier orders in order to certify a payment. Finance will never certify a Legal Payment. A copy of the orders and DD 577 must be kept on record at all times.



DISBURSEMENTS - CONTRACT PAYMENTS

Contract Payments are prepared and paid in order to pay for goods or services not obtainable through normal Army supply channels. These payments must always be recorded and paid using an SF 1034.

Contract payments are dictated by the documentation received from the Contracting, Resource Management and Commercial Vendor Services offices. These payments must be prepared and certified by CVS personnel but disbursing personnel must be extremely familiar with them in order to properly pay them.



SF 1034 - CONTRACT PAYMENTS OR LEGAL CLAIMS

Standard Form 1034 Revised October 1967 Department of the Treasury 1 TFM 4-2000 1034-121		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL		VOUCHER NO.	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION		DATE VOUCHER PREPARED		SCHEDULE NO.	
		CONTRACT NUMBER AND DATE		PAID BY	
		REQUISITION NUMBER AND DATE			
PAYEE'S NAME AND ADDRESS				DATE INVOICE RECEIVED	
				DISCOUNT TERMS	
				PAYEE'S ACCOUNT NUMBER	
SHIPPED FROM		TO		WEIGHT	
				GOVERNMENT BL. NUMBER	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUAN- TITY	UNIT PRICE COST PER	AMOUNT ()
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below) TOTAL					
PAYMENT: PROVISIONAL COMPLETE PARTIAL FINAL PROGRESS ADVANCE	APPROVED FOR BY 2	EXCHANGE RATE = \$1.00	DIFFERENCES		
	TITLE		Amount verified, correct for payment (Signature or initials)		
I, Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.					
(Date)		(Authorized Certifying Officer)		(Title)	
ACCOUNTING CLASSIFICATION					
P A I D \$	CHECK NUMBER	ON TREASURER OF THE UNITED STATES	CHECK NUMBER	ON (Name of bank)	
	CASH	DATE	PAYEE 3		
1 When stated in foreign currency, insert name of currency. 2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3 When a voucher is rechecked in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example, "John Doe Company, per John Smith, Secretary," or "Witness," as the case may be.					FOR TITLE
Previous edition usable					
NSN 7540-00-900-2234					
PRIVACY ACT STATEMENT The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.					

Administrative Data

Description of goods
or services

Payment calculation
and payment grand total

Payment certification,
accounting data and
payment method



SF 1034 - ADMINISTRATIVE DATA

Finance Unit making the payment

Legal claim- Claim number

Date prepared

Purchase Request and Commitment (PR&C- DD 3953) number. **Contracts only**

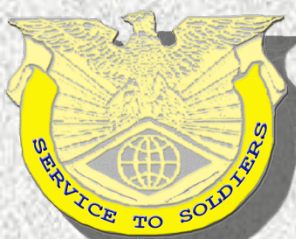
Voucher numbers are assigned by DDS or a manual voucher log (DD 2659).

FMSU information and DSSN (Disbursing Station Symbol Number)

PAYEE information (verify ID)

Standard Form 1034 Revised October 1967 Department of the Treasury 1 TFM 4-2000 1034-121		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL		VOUCHER NO. 210641	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION DEPARTMENT OF THE ARMY 3rd FMSD FOB Finance, Afghanistan APO AE 09314		DATE VOUCHER PREPARED 14 MAR ****		SCHEDULE NO.	
		CONTRACT NUMBER AND DATE DABT51-07-4254		PAID BY 33rd FMSU Bagram, AF APO AE 09311	
		REQUISITION NUMBER AND DATE W9115RK1230012		DATE INVOICE RECEIVED DSSN 8850	
PAYEE'S NAME AND ADDRESS HASSAN BABAR Cinder Block Co. Bagram, Afghanistan				DISCOUNT TERMS	
				PAYEE'S ACCOUNT NUMBER	
SHIPPED FROM		TO		WEIGHT	
				GOVERNMENT B/L NUMBER	

The SF 1034 will be completed before the cashier receives it. A cashier should be 100% familiar with the documents he/she pays. Knowing if a payment is legitimate is wise. Question the incorrect... Trust but verify!



SF 1034 DESCRIPTION OF GOODS OR SERVICES - LEGAL CLAIM

Claim number and date processed

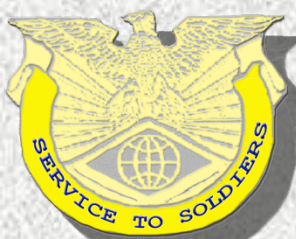
Description of items to be paid for due to combat operations.

Quantities and prices of goods or services

Individual line totals. **Totals may be in Foreign Currency if Legal calls for an FC payment.**

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE		(1)
				COST	PER	
SP003 46 14 Mar**	14 Mar**	Accidental shooting of half dead family dog (25% depreciation)	1	200.00	e a	FC 200.00
Gross total before any other calculation. Totals may be in Foreign Currency if Legal calls for an FC payment.						FC 200.00
TOTAL						FC 200.00

An experienced and well rounded agent will verify the additions of all individual line totals. Never leave room for under or overpayment.



SF 1034 DESCRIPTION OF GOOD OR SERVICES - CONTRACT PAYMENT

CLIN (Contract Line Identification Number) and Effective date of contract

Date the goods were accepted

Description of items to be paid (must match the contract, invoice and receiving report)

Quantities and prices of goods or services

Individual line totals. **Totals may be in Foreign Currency if the contract calls for an FC payment.**

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE		AMOUNT (1)
				COST	PER	
A0001 14 Mar**	14 Mar**	Quick dry cement (100lb bag)	20	500.00	bag	FC 10000.00
A0002 14 Mar**	14 Mar**	Wood planks (2"x4"x10')	300	100.00	ea	FC 30000.00
Gross total before any other calculation. Totals may be in Foreign Currency if the contract calls for an FC payment.						
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below)						
TOTAL						FC 40000.00

An experienced and well rounded agent will verify the additions of all individual line totals. Never leave room for under or overpayment.



SF 1034 PAYMENT

Payment type:
Legal claims are
always "Final".
Contract payments
could be either
partial or final.

US Dollar
value of
payment

Exchange
rate if the
payment is
made in
foreign
currency

Discounts
or
interest

Gross total before any
other calculation.
**Totals may be in
Foreign Currency if
the contract calls for
an FC payment.**

(Use continuation sheet(s) if necessary)		(Payee must NOT use the space below)		TOTAL	FC 40000.00
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input checked="" type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	APPROVED FOR	EXCHANGE RATE	DIFFERENCES		
	=400.00	FC 100.00 = \$1.00			
	BY 2				
	Mark Dell, 1LT, FC		Amount verified; correct for payment	FC 40000.00	
	TITLE	(Signature or initials)			
	Disbursing Agent	J.S.			

Contract Pmt- DA information
Legal Claim- Legal OIC
information

Cashier must circle
and initial total

Total paid.
**Foreign
Currency
for Dollars**

Amount Verified Correct For ÷ Exchange Rate = Approved For

The agent must verify the math. Failure to do so will result in over or underpayment.



SF 1034 PAYMENT CERTIFICATION AND ACCOUNTING DATA

Only personnel with Certifying Orders may sign this block

Pursuant to authority vested in me, I certify that		for payment.	
14 Mar****	Joe Dine SS6	Certifier	
(Date)	(Authorized Certifying Officer)	(Title)	
ACCOUNTING CLASSIFICATION			
2122020 22-0204 P436099.22-4200 VIRQ F9206 APC: 9204 S99999		\$400.00	
Accounting Citation and total paid: Claims- Legal will provide			
Contract- Must be same as contract and PR&C			
P A I D B Y	CHECK NUMBER CASH \$400.00	ON TREASURER OF THE UNITED STATES DATE 14 March****	CHECK NUMBER PAYEE ³
1 When stated in foreign currency, insert name of currency. 2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3 When a voucher is receipted in the name of a company or corporation, the name of the person signing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.			FOR TITLE

Complete if payment was made by treasury check

Complete if payment was made by cash

Must obtain signature from payee. Failure to do so could result in a loss of funds.

Must Equal "Approved For" Block



COLLECTIONS

A collection is a transaction that **increases CASH** or negotiable instrument accountability. Once the cashier takes in the collection, his/her accountability will go up thus making the cashier responsible to report the increase during return. Examples of collections:

SDP- Savings Deposit program (DD 1131)

AAFES deposit (DD 1131) - (*Rare circumstances*)

Postal deposit (DD 1131) - (*Rare circumstances*)

Money found and turned in to Finance (DD 1131)

Statement of Charges (DD 362)

Most AAFES and Postal transactions are currently processed via the SVC Deposit Card. Although this is the case, the cashier might still be required to know how to process a manual transaction in case the SVC device is inoperable or a remote location is being serviced during a FMST mission.

Do not process a deposit to an SVC card and an 1131 for the same transaction in DDS



SDP (SAVINGS DEPOSIT PROGRAM) COLLECTIONS

~~Members who are on a permanent duty assignment~~
outside the United States, or its possessions, can deposit their unallotted current pay and allowances. Amounts up to \$10,000.00 could be deposited with interest accrual at the rate of 10 percent per year compounded quarterly. Members entitled to participate in the program may deposit amounts of \$5.00 or more, in multiples of \$5.00, at any finance office.

Prepare a **DD Form 1131**, Cash Collection Voucher for any member making a cash, SVC or check deposit. If a member desires to make deposits via allotment, have them see the Military Pay section to complete a DD Form 2558. Reserve Component members are not authorized to setup allotments.



Administrative Data

Individual Collections

Voucher total



DD 1131 - ADMIN DATA

Receiving office blocks
used for FMST Cashier

Local
Disbursing
office data

Voucher numbers are assigned by DDS
or a manual voucher log (DD 2659).

CASH COLLECTION VOUCHER		1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER 000421
		2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER
3. RECEIVING OFFICE		
a. ACTIVITY (Name and Location) (Include ZIP Code) 3 rd FMSD FOB Finance, Afghanistan APO AE 09314 FMST		
b. RECEIVED AND FORWARDED BY (Printed Name, Title and Signature) SPC HECTOR CARRILLO FMST CASHIER		d. DATE (YYYYMMDD) 14 Mar ****
c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: DSN:		14 Mar ****
4. DISBURSING OFFICE		
a. ACTIVITY (Name and Location) (Include ZIP Code) 3 rd Financial Management Detachment FOB Finance, Afghanistan APO AE 09314 FMST		
b. DISBURSING OFFICER (Printed Name, Title and Signature) OMAR S. TYSON MAJ, FC Disbursing Officer		d. DISBURSING STATION SYMBOL NUMBER 8850
c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: DSN:		e. DATE (YYYYMMDD) 14 Mar ****

Disbursing Officer data; may be
signed by DA (only DD 1131
signature required by DFAS
contingency voucher data
standards).

Date collection was
taken in

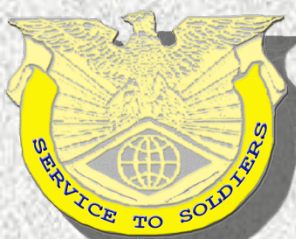
DSSN



Accounting citation for each specific branch/component

Important Notes

- All SDP collection can be done by receiving a check, SVC or cash from the customer
- All collections must be reported
- Report the customer place a copy of the DD 1131 into the "CCV Box"
- Provide the customer with a copy of the DD 1131.



DD 1131 - INDIVIDUAL COLLECTIONS (AAFES/POSTAL)


Business date

Customer
Information. The
agent must
complete.

Description of
collection

Amount of
collection

Accounting
citation for all
services and
fiscal years

PERIOD:		FROM	TO	
DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
14MAR**	AAFES PX FOB Finance, Afghanistan APO AE 09314 Signature  authorized AAFES rep.	AAFES Deposit for Business day Of 14 March ****	\$2,000.00	21X6501 0000 00000 S12106 G103



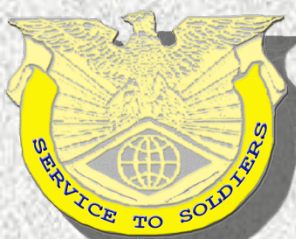
Once the cashier takes in the collection, he is fully responsible for the amount of money received. Failure to properly account for the cash or check taken in could result in a overage or loss of funds.



DD 1131 - INDIVIDUAL COLLECTIONS (AAFES/POSTAL)

Important Notes

- An AAFES Cash Collection must **only** be processed if they do not have an ECC deposit card (very rare) that the funds can be loaded to.
- Use the line of accounting provided to you by the DA.
- The cashier must have the Disbursing Agent sign the DD1131 before the collection is taken in.
- AAFES/Postal collections will always be cash. Never take checks because the Finance Office will automatically assume responsibility of any dishonored check.



DD 1131 - INDIVIDUAL COLLECTIONS (AAFES/POSTAL)

Important Notes (cont.)

- Count the money thoroughly and look for counterfeit or torn bills. Keep in mind their money does not come from a bank
- If you find a suspicious bill, report it to your Disbursing Agent immediately. Do not take it in!
- A Copy of the DD 1131 must be placed into the "CCV Box" by AAFES/Postal
- Provide AAFES/Postal with a signed copy of the DD 1131



CHECK ON LEARNING

What are the three main disbursing transactions

Disbursements, collections and exchange transactions.

What form is used to record local payments?

DD 1351-6 (Multiple payment List)

Which transactions increase overall accountability?

Disbursements or collections?

Collections.

What form is required as a “cover” for the DD 1351-6 forms?

DD 117 (Military Pay Voucher)



CHECK ON LEARNING

Can a DD 117 contain more than one line of accounting? Is that recommended and why?

Yes, but It is not recommended because each service/component sheet must be under their own DD 117.

Does processing a SF 1034 increase or decrease your accountability?

SF 1034s are disbursements and decrease your overall accountability.

What are two examples of collections transactions?

SDP, AAFES, Postal, Statement of Charges, etc.

What must a cashier do to the total at the bottom of a disbursement or collection Voucher?

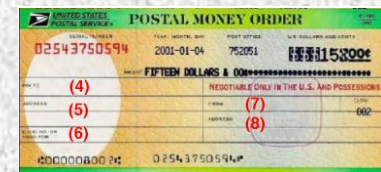
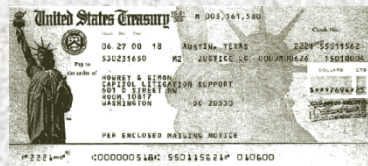
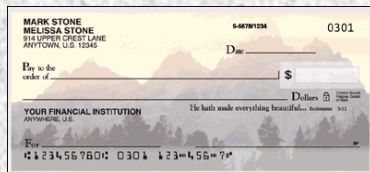
Circle and initial the voucher total.

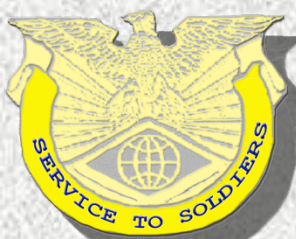


EXCHANGE TRANSACTIONS

An exchange transaction is one of the most common cashier functions. This type of transaction requires the cashier to “take in” a negotiable instrument or cash into their accountability in exchange for US \$ or foreign currency.

Exchange transactions do not affect the “overall” accountability of the cashier since the value of the negotiable instrument must equal to the amount of cash being disbursed to the customer (check for \$100 in exchange for \$100 cash).





EXCHANGE TRANSACTIONS NEGOTIABLE INSTRUMENTS

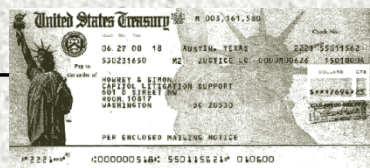
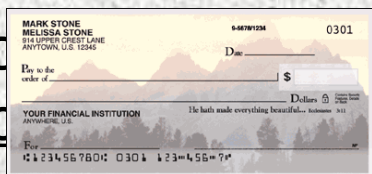
Personal check cashing limits and policy will be established by the local FMSC.

All check cashing, regardless of service will be recorded on a DD form 2664 (Record of Individual Exchange Transactions) in order to maintain good audit trail and to help settle any future disputes.

Check cashing services will be provided for the following individuals:

- US military personnel
- Department of the Army Civilians
- DoDDS employees
- Retirees
- Contractors

(MOA) c



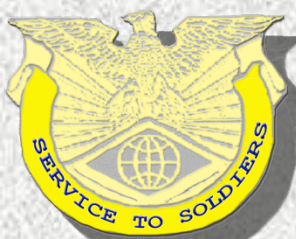


EXCHANGE TRANSACTIONS NEGOTIABLE INSTRUMENTS (cont.)

The following are checks we **are** able to cash:

- 1. Personal checks-** Must meet the following minimum criteria:
 - a. Payable to “FAO DSSN ****”
 - b. Written in \$10.00 increments
 - c. Does not exceed the maximum amount IAW Policy
 - d. The check writer is not on the Dishonored check list
 - e. The consent stamp is initialed by the customer acknowledging a payroll collection if check is returned (bounced)
- 2. Treasury/State Checks-** Must meet the following criteria:
 - a. Must be made to the person cashing it
- 3. Money orders-** Must meet the following criteria:
 - f. Payable to “FAO DSSN ****”

All customers must have a valid ID card. It is the cashier's responsibility to ensure the information on the ID card, matches the information on the check.



EXCHANGE TRANSACTIONS EXAMPLE PERSONAL CHECK

Name of customer
IAW ID card

Admin data (dictated
by Local SOPs and
policies)

Today's date.
Cannot be
postdated

Check amount
must be legible
and cannot
exceed set limits

Must be made
to "FAO DSSN
****"

Written amount
must be legible
and must
match the
numerical
amount

Check must be
signed by
customer

MARK STONE
MELISSA STONE
914 UPPER CREST LANE
ANYTOWN, U.S. 12345

SSN: 6789
DSN 123-456
456th Infantry
mark.stone@us.army.mil

9-5678/1234 0301

Date: 14 March ****

Pay to the order of: **FAO DSSN ****** \$200.00

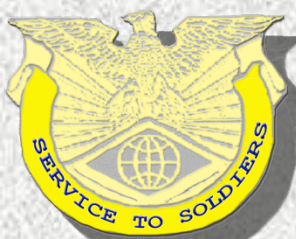
Two hundred only-----

YOUR FINANCIAL INSTITUTION ANYWHERE, U.S. I consent immediate collection of my pay the amount of this check, plus bank fees for processing charges, is dishonored.

For: [Signature]

⑆123456789⑆ 0301 123-456-78

front of the check will be stamped with the authorized consent stamp (customer must initiate)
Checks processed manually will be kept by the cashier.



EXCHANGE TRANSACTIONS STORED VALUE CARD (SVC)

Purpose of the Stored Valued Card (SVC):

- Cash Management tool for Finance, Merchants, and Soldiers
- Is similar in concept to pre-paid gas, gift, or phone cards
- Secure computer chip on card stores and process “electronic currency”
- Issued/replaced on-site at Finance and accepted at most base merchants
- Provides deployed personnel “24/7” fee-free access to personal funds
- No “on-line” telecom requirement as transactions are processed “off-line”

Outside of the SVC Kiosk transactions, the cashier is first link in the proper processing of loads and sales in SVC and DDS. Any inaccuracy between what was processed against the card and what was processed in DDS will result in a financial investigation and possibly a loss for the cashier.

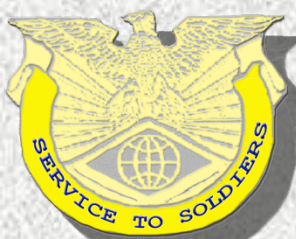
SVC TRANSACTIONS WILL BE PROCESSED AS IF THEY WERE CASH so attention to detail and accuracy is key. *MidPay has the MAFR to determine what was paid to and collected against the Soldier's pay. Disbursing has the AUT (Analysis of Attached Transactions) to determine what was processed against a card versus what was processed in DDS. There is no room for error when processing SVC transactions. Any fraud will ultimately be detected and dealt with via UGML.*



EXCHANGE TRANSACTIONS STORED VALUE CARD (SVC) (cont.)

All SVC Card transactions will be processed in this fashion unless local SOP includes additional steps:

1. Verify the customer's identity by ID card. The SVC card should have the customer's name and signature on the back (prevent fraud)
2. SVC transactions have to be recorded on DD 2664 for accountability purposes. The DD 2664 will serve as the document that shows what transpired during your business day. Make sure to have the customer sign the form prior to completing the transaction.
3. Do not confuse the "Incoming" with the "Outgoing" in DDS or manually- you will be out of balance
4. Do not confuse a "Sale" from a "Load" - you will be out of balance and some of the transactions in SVC are not reversible
5. Know what an SVC-related transaction does to your accountability and where it shows up on a the DD 1081 and DD 2665. Knowing this will save you hours of balancing out by being able to pinpoint your discrepancy.
6. TR Files have to be transmitted to FRB daily. Non-transmission of TR files will result in imbalances at the DDO level and possibly your personal check book.
7. Know where to find exchange transactions in DDS after being processed; know how to back them out in order to alleviate any unbalances or fix any mistakes



EXCHANGE TRANSACTIONS STORED VALUE CARD (SVC) (cont.)



LOADS

SVC Card Processing
Load Transaction Detail Report - All Types
3/26/2007 To 3/26/2007
Device 131075

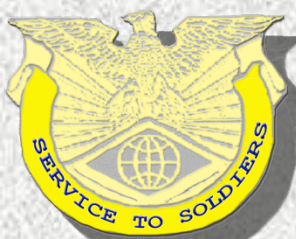
Time of Transaction	Card Number	Amount
3/26/2007 10:34:34AM	1111101100000400247	\$350.00
3/26/2007 2:47:28PM	1111101100000400252	\$1,000.00
Total Transactions		2 \$1,350.00
Average Transaction Amount		\$675.00



SALES

JUL 07, 08

1111101100000402755	15:29:45	\$50.00
1111101100000402763	15:30:21	\$100.00
1111101100000402774	15:31:04	\$100.00
1111101100000402772	15:31:56	\$150.00
1111101100000402760	15:32:07	\$50.00
1111101100000402761	15:32:37	\$50.00
1111101100000402766	15:33:02	\$20.00
1111101100000402759	15:33:36	\$30.00
1111101100000402775	15:34:07	\$150.00
1111101100000402767	15:34:49	\$25.00
1111101100000402772	15:35:17	\$75.00
1111101100000402781	15:35:57	\$25.00
1111101100000402766	15:37:07	\$25.00
GRAND TOTALS		\$1075.00
PLEASE KEEP FOR YOUR RECORDS		
SALES 13		\$1175.00



EXCHANGE TRANSACTIONS IMPORTANT INFORMATION

Although simple to process at the cashier level, the negotiable instrument taken in must still be redeemed by higher level agencies such as the Federal Reserve Banks. SVC Card transactions must be submitted by creating a TR file that the FRB will use to withdraw the funds from the Soldier's bank account. The checks must also be submitted to the FRB but this will be accomplished by approving the check batch produced in OTCNET at the end of the business day.

Any discrepancy between what was processed manually or in DDS versus what was submitted to the FRB will result in a possible loss of funds collectable from the cashier.



Administrative Data

Customer information and signature

Record of individual transactions



DD 2664 - ADMIN DATA

Disbursing
Agent
information

Current day of
business

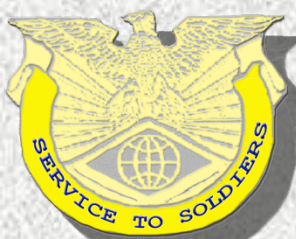
Exchange rate
(when
utilized)

DSSN

Sheet
number

CURRENCY EXCHANGE RECORD RECORD OF INDIVIDUAL EXCHANGE TRANSACTIONS		PAGE 1 OF 1	
1. DISBURSING OFFICER DESIGNATION Mark Dell 1LT, FC Disbursing Agent FOB Finance, Afghanistan APO AE 09314	2. RATES OF EXCHANGE (Number of Foreign Currency Units to one U.S. Dollar) 100:1	3. DATE (YYYYMMDD) **** 0314	4. DSSN 8850
		5. NAME OF CASHIER OR DEPUTY John P. Smith, SPC USA	

Cashier name



DD 2664 - RECORD OF INDIVIDUAL TRANSACTIONS

Type of NI taken in:

- TC-Treasury check
- PC-Personal check
- MO Money Order
- SV- EC Card

Amount of outgoing to customer (SVC Load, cash, etc.)

Amount of incoming from customer (SVC Sale, check, currency, etc.)

The cashier must fill this out using the customer's ID card. The customer must sign.

6. RECEIVED FROM CUSTOMER				7. DISBURSED TO CUSTOMER				8. NAME AND OTHER INFORMATION REQUIRED BY DISBURSING OFFICER ON PERSON FOR WHOM EXCHANGE IS MADE	
a. TYPE OF NEGOTIABLE INSTRUMENT RECEIVED (Personal Check, etc.)	b. U.S. CURRENCY AND COIN	c. FOREIGN CURRENCY	d. TOTAL	a. U.S. CURRENCY AND COIN	b. FOREIGN CURRENCY	SVC FOREIGN CURRENCY	d. TOTAL	Name, Social Security Number	Signature
TC/1Mar12	\$200.00		\$200.00	\$200.00			\$200.00	Lopez, Fernando	987-65-4321
PC/#0130	\$150.00		\$150.00	\$150.00			\$150.00	Valdez, Juan J.	987-65-4321
	\$120.00		\$120.00	\$100.00	FC 2,000		\$120.00	Wallace, William	987-65-4321
PC/#854	\$200.00		\$200.00	\$180.00	FC 1,000	SV	\$200.00	Paw, Jaguar	987-65-4321
SV 123456	\$100.00		\$100.00	\$50.00	FC 5,000	\$10.00	\$100.00	Cousteau, Jack	987-65-4321

Sales!

Loads!

Although this form has no money value, it is required to be maintained and properly filled out. This form will be returned at the end of the business day with all signatures and accurate data.



CHECK ON LEARNING

Who establishes check cashing limits?

FMSCs by publishing policy letters.

Does an exchange transaction affect your overall accountability? Why?

It does not affect overall accountability. What comes in must equal what goes out.

What form is utilized to record exchange transactions?

DD 2664 (Record of Individual Exchange Transactions)

What gets stamped on the front of the check by the cashier?

The consent statement that authorizes finance to take the money from the Soldier's pay if the check bounces.



CHECK ON LEARNING

Can an exchange transaction have a single “incoming” and multiple “outgoing” to customer transactions? How?

Yes. The customer can request dollars, foreign currency and SVC. Outgoing amount must equal incoming amount.

On which side of the DD 2664 are SVC Loads recorded? “Incoming or “Outgoing”?

Outgoing

Give two examples of negotiable instruments that can be cashed at the finance office.

Personal Checks

Treasury Checks

Money Orders



BALANCING OUT

Balancing out is a delicate process that must always be done to standard not time. In order to “clear” the daily business and conduct a successful return, many preparations must be made prior to presenting the daily business to the principal.

- Verify that all DD 1351-6 forms have been properly completed, totaled, signed by the appropriate individuals and that all information is legible. The manual DD 1351s must be a mirror image of the one printed from DDS.
- Utilize the DD 2664 to insure all cashed checks are accounted for by name and amount cashed. **Checks used for SDP deposits will not show on DD 2664, verify using the DD 1131's.** The manual DD 2664 must be a mirror image of the one printed from ~~DDS~~ when used.



BALANCING OUT (cont.)

- Ensure the SF 1034s have all been signed by the appropriate agents.
- Make sure all collections have been signed by the DA.
- Count your cash and bundle it.
- If OTCNET and SVC is used, ensure the totals of the OTCNET Batch Listing, SVC Sales receipt and SVC Load Detail Report equal to the Negotiable Instrument and SVC entries of the return DD 1081.
- Ensure all entries on the return DD 1081 are supported by the appropriate documentation and cash amount



BALANCING OUT

DD 1081



INCREASES

SVC Card Processing
Load Transaction Detail Report - All Types
3/26/2007 To 3/26/2007
Device 131075

Time of Transaction	Card Number	Amount
3/26/2007 10:34:34AM	111110100000400247	\$530.00
3/26/2007 2:47:28PM	111110100000400252	\$1,000.00

Total Transactions	2	\$1,350.00
Average Transaction Amount		\$675.00

Stored Value
Card Loads

Collections

DECREASES

Stored Value
Card Sales

DD 117s with 1351-6s
SF 1034 (Legal and CVS)



Left
over
cash
(ending
account
ability)

If a cashier's DD 1081 SVC and OTCNET totals do not match the receipts and batch lists produced by these systems, THE CASHIER IS NOT IN BALANCE!



RETURN DD 1081 - TRANSACTIONS NO CASH RETURNED

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS	INCREASE (received by Agent)	BEGINNING BALANCE (In Agent's Account)	DECREASE (Turned in by Agent)	ENDING BALANCE (In Agent's Account)
a	b	c	d	e
1. BALANCE FORWARD		\$140,000.		\$147,350.
2. U.S. DOLLARS		00		00
3. FOREIGN CURRENCY (IRAQI DINAR)				
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS	\$6,000.00			
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER (Specify) CHECKS			\$735.	
8. PAID VOUCHERS			\$20,000.00	
9. INCORRECT VOUCHERS RETURNED				
10. FC Gain or Loss SVC Load	\$1,350.00			
11. Cashier overage/shortage SVC Sales	0		\$1,175.00	
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		\$147,350.00	0	\$125,440.00

Total increases (gross accountability)

Left over currency. Amount still accountable to the DA. Must match block 32e of DD

Gross accountability

Cashed checks

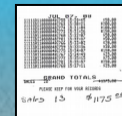
Voucher disbursement

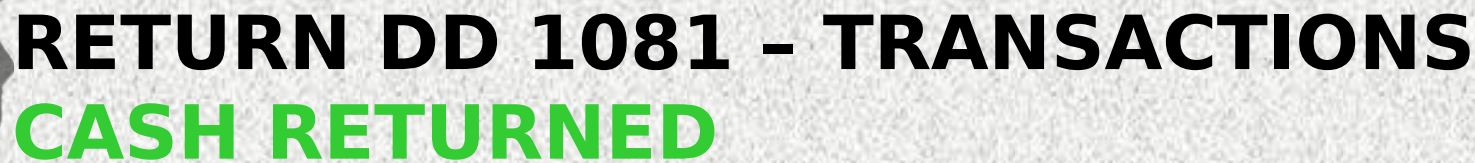
SVC Sales

Collections taken through the day

SVC Loads

SVC Card Processing Load Transaction Detail Report - All Types 01/01/07 to 01/01/07 Device 111075		
Date of Transaction	Card Number	Amount
01/01/07 01/01/07	011107500000000000	\$1,350.00
01/01/07 01/01/07	011107500000000000	\$1,350.00
Total Transactions		2
Average Transaction Amount		\$675.00





TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS	INCREASE (received by Agent)	BEGINNING BALANCE (In Agent's Account)	DECREASE (Turned in by Agent)	ENDING BALANCE (In Agent's Account)
a	b	c	d	e
1. BALANCE FORWARD		\$140,000.		\$147,350.
2. U.S. DOLLARS		00	\$100,440.	00
3. FOREIGN CURRENCY (IRAQI DINAR)			00	
4. MILITARY PAYMENT CERTIFICATES			\$25,000.00	
5. COLLECTIONS	\$6,000.00			
6. DEPOSITS	0			
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER (Specify) CHECKS			\$735.	
8. PAID VOUCHERS			\$20,000.	
9. INCORRECT VOUCHERS RETURNED			00	
10. FC Gain or Loss SVC Load	\$1,350.00			
11. Cashier overage/shortage SVC Sales	0		\$1,175.00	
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		\$147,350.	0	\$0.00

SVC Loads

SVC Card Processing Load Transaction Detail Report - All Types 3/26/2007 To 3/26/2007 Device 131075		
Time of Transaction	Card Number	Amount
3/26/2007 10:34:34AM	11111101300004005247	\$970.00
3/26/2007 2:47:28PM	11111101300004005272	\$1,350.00
Total Transactions	2	\$1,350.00
Average Transaction Amount		\$675.00

Total increases (gross accountability)

Left over currency. Amount still accountable to the DA. Must match block 32e of DD

Gross
accountabili
ty

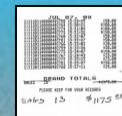
Returned US

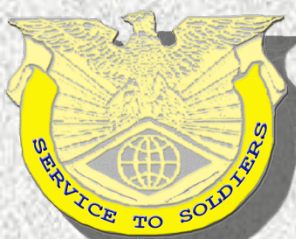
Returned FC

Cashed checks



Voucher disbursements

SVC Sales





RETURN DD 1081 - STATEMENTS OF UNDERSTANDING

STATEMENTS	
DISBURSING OFFICER	AGENT OFFICER
____ ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE	____ ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY
Once the DA and the cashier sign the DD 1081, it becomes an accountability document that needs safeguarding by both the DA and the cashier.	
DATE / SIGNATURE OF DISBURSING OFFICER	DATE / SIGNATURE OF AGENT OFFICER
MD ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER	J S ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.
DATE / SIGNATURE OF DISBURSING OFFICER	DATE / SIGNATURE OF AGENT OFFICER
14 March**** 	14 March**** 

DD FORM 1081, 1 MAY 75

Once totals are verified,
the DA initials, signs and
dates

Once the totals are verified,
the cashier initials, signs and
dates



DD 2665 - DAILY AGENT ACCOUNT SUMMARY

DAILY AGENT ACCOUNTABILITY SUMMARY					1. DATE	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS						
a. LINE NO.	b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE	
1.	ACCOUNTABILITY - Beginning of Day					
2.	ADVANCES a. Cash b. Prepositioned Checks c. Other					
3.	VOUCHERED COLLECTIONS					
4.	TREASURY CHECK ISSUES a. Vouchered b. Other					
5.	TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.	EXCHANGE GAIN ACCUMULATIONS					
7.	OTHER (Explain)					
8.	TOTAL INCREASES					
9.	GROSS ACCOUNTABILITY					
10.	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.	EXCHANGE LOSS ACCUMULATIONS					
12.	OTHER (Explain)					
13.	RETURNS TO PRINCIPAL a. Paid Vouchers b. Deposit Tickets c. Other Returns (Explain)					
14.	TOTAL DECREASES					
SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY						
a. LINE	b. ELEMENT OF ACCOUNTABILITY		c. ACCOUNTABILITY BEFORE TRANSFERS	d. NETWORTH TO DEPOSIT	e. ACCOUNTABILITY AFTER TRANSFERS	
16.	LIMITED DEPOSITORY		UNIT: RATE			
17.	CASH ON HAND (U.S.)					
18.	CASH ON HAND (Foreign) a. ACCOMMODATION b. OPERATING		UNIT: RATE			
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)					
21.	NEGOTIABLE INSTRUMENTS (Foreign)		UNIT: RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS					
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY					
SECTION III - DISTRIBUTION OF AGENT ACCOUNTABILITY						
a. LINE	b. LOCATION	c. CASH (Foreign) (U.S.)	d. CASH (U.S.)	e. DEFERRED CHECKS	f. MILITARY PAYMENT CERTIFICATES	g. OTHER
33.	AGENT					
34.	DEPUTY AGENT					
35.	CASHIER					
36.	OTHER (Specify)					
37.	TOTALS					
2. NAME OF AGENT (Type or Print)		3. ADDRESS OF AGENT (Type or Print)				
4. SIGNATURE OF AGENT		FOR INSTRUCTIONAL PURPOSES ONLY				

Section I-Summary of Daily Accountability Transactions
(what happened)

Section II- Distribution of Agent Accountability (disposition of transactions)

Section III- Distribution of Agent Accountability (not applicable to cashiers)

Cashier authentication



DD 2665 - SECTION I (WHAT HAPPENED TODAY?)

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				0.00	0.00
2.	I	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.	C	VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.	R	TREASURY CHECK ISSUES	a. Vouchered		b. Other		
5.	A	TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.	S	EXCHANGE GAIN ACCUMULATIONS					
7.	E	OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.	S	TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	D	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.	E	EXCHANGE LOSS ACCUMULATIONS					
12.	C	OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.	R	RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets	c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00	146,175.00	146,175.00
14.	S	TOTAL DECREASES				147,350.00	147,350.00
15.		ACCOUNTABILITY - ENDING				0.00	0.00



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				0.00	0.00
2.	I	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.	C	VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.	R	TREASURY CHECK ISSUES	a. Vouchered	b. Other			
5.	A	TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.	S	EXCHANGE GAIN ACCUMULATIONS					
7.	E	OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.	S	TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	D	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.	E	EXCHANGE LOSS ACCUMULATIONS					
12.	A	OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.	S	RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
	E		c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00	146,175.00
14.	S	TOTAL DECREASES				147,350.00	147,350.00
15.		ACCOUNTABILITY - ENDING				0.00	0.00

Must equal to ending balance from previous business day (may be zero if a complete return was done)



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				0.00	0.00
2.	I N	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.	C	VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.	R	TREASURY CHECK ISSUES	a. Vouchered		b. Other		
5.	A	TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.	S	EXCHANGE GAIN ACCUMULATIONS					
7.	E	OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.	S	TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	D	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.	E	EXCHANGE LOSS ACCUMULATIONS					
12.	C	OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.	R	RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
	E		c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00	146,175.00
14.	S	TOTAL DECREASES				147,350.00	147,350.00
15.		ACCOUNTABILITY - ENDING				0.00	0.00

Money advanced during the business Day (Dollar and Dollar value of Foreign Currency)



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				0.00	0.00
2.	I N	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.	C	VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.	R	TREASURY CHECK ISSUES	a. Vouchered		b. Other		
5.	A	TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.	S	EXCHANGE GAIN ACCUMULATIONS					
7.	E	OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.	S	TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	D	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.	E	EXCHANGE LOSS ACCUMULATIONS					
12.	C	OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.	R	RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
	E		c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00	146,175.00
14.	S	TOTAL DECREASES				147,350.00	147,350.00
15.		ACCOUNTABILITY - ENDING				0.00	0.00

All Collections processed during the business day



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE	
1.	ACCOUNTABILITY - Beginning of Day				0.00	0.00	
2.	INCREASES	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES	a. Vouchered	b. Other			
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.	OTHER (Explain) SVC Loads				1,350.00	1,350.00	
8.		TOTAL INCREASES			147,350.00	147,350.00	
9.		GROSS ACCOUNTABILITY			147,350.00	147,350.00	
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales			1,175.00	1,175.00	
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
		c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00		146,175.00	146,175.00		
14.	TOTAL DECREASES			147,350.00	147,350.00		
15.	ACCOUNTABILITY - ENDING			0.00	0.00		



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				0.00	0.00
2.	I	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.	C	VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.	R	TREASURY CHECK ISSUES	a. Vouchered		b. Other		
5.	A	TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.	S	EXCHANGE GAIN ACCUMULATIONS					
7.	E	OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.	S	TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	D	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.	E	EXCHANGE LOSS ACCUMULATIONS					
12.	R	OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.	E	RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
			c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00	146,175.00
14.	S	TOTAL DECREASES				147,350.00	147,350.00
15.		ACCOUNTABILITY - ENDING				0.00	0.00

Not applicable to cashiers



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				0.00	0.00
2.	I N C R E A S E S	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES	a. Vouchered	b. Other			
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.		TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	D E C R E A S E S	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets	c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00	146,175.00	146,175.00
14.		TOTAL DECREASES				147,350.00	147,350.00
15.		ACCOUNTABILITY - ENDING				0.00	0.00

Collections incurred during Foreign currency Gains by Exchange (GBX) or Rounding discrepancies (cannot exceed 3 cents)



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				0.00	0.00
2.	INCREASES	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES	a. Vouchered	b. Other			
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.		TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.		RETURNS TO PRINCIPAL	a. Paid Voucher	c. Other Return			
14.		TOTAL DECREASES				146,175.00	146,175.00
15.		ACCOUNTABILITY - ENDING				147,350.00	147,350.00
						0.00	0.00

SVC Card Processing
Load Transaction Detail Report - All Types
3/26/2007 To 3/26/2007
Device 131075

Time of Transaction	Card Number	Amount
3/26/2007 10:34:34AM	1111101100000400247	\$350.00
3/26/2007 2:47:28PM	1111101100000400252	\$1,000.00

Total Transactions	2	\$1,350.00
Average Transaction Amount		\$675.00

Total of
all SVC
Card
Loads
(sales
not
include
d)



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				0.00	0.00
2.	INCREASES	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES	a. Vouchered	b. Other			
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.		TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
			c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00		146,175.00	146,175.00	
14.		TOTAL DECREASES				147,350.00	147,350.00
15.		ACCOUNTABILITY - ENDING				0.00	0.00



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY					1. DATE 14 March **		
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE	
1.	ACCOUNTABILITY - Beginning of Day				0.00	0.00	
2.	INCREASES	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES	a. Vouchered	b. Other			
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.		TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
			c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00	146,175.00
14.	TOTAL DECREASES				147,350.00	147,350.00	
15.	ACCOUNTABILITY - ENDING				0.00	0.00	

Beginning
Balance +
total
increases



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				0.00	0.00
2.	INCREASES	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES	a. Vouchered		b. Other		
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.		TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
			c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00		146,175.00	146,175.00	
14.		TOTAL DECREASES				147,350.00	147,350.00
15.		ACCOUNTABILITY - ENDING				0.00	0.00

Not applicable
to Cashiers



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY				1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS					
a. LINE NO.		b. DESCRIPTION		c. TODAY	d. MONTH-TO-DATE
1.	ACCOUNTABILITY - Beginning of Day			0.00	0.00
2.	INCREASES	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other
3.		VOUCHERED COLLECTIONS		6,000.00	6,000.00
4.		TREASURY CHECK ISSUES		a. Vouchered	b. Other
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS			
6.		EXCHANGE GAIN ACCUMULATIONS			
7.		OTHER (Explain) SVC Loads		1,350.00	1,350.00
8.		TOTAL INCREASES		147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY			147,350.00
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS			
11.		EXCHANGE LOSS ACCUMULATIONS			
12.		OTHER (Explain) SVC Sales		1,175.00	1,175.00
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets	
14.	S	c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00		146,175.00	146,175.00
15.		TOTAL DECREASES		147,350.00	147,350.00
15.	ACCOUNTABILITY - ENDING			0.00	0.00



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION			c. TODAY	d. MONTH-TO-DATE	
1.	ACCOUNTABILITY - Beginning of Day			JUL 07, 08 111110110000040758 15:29:45 \$50.00 111110110000040758 15:30:21 \$100.00	0.00	0.00	
2.	IN C R E A S E S	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks 111110110000040760 15:32:07 \$50.00 111110110000040761 15:32:57 \$50.00 111110110000040765 15:33:02 \$20.00 111110110000040759 15:33:36 \$30.00 111110110000040775 15:34:07 \$150.00 111110110000040767 15:34:49 \$25.00	Total of all SVC card sales (loads not included)	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES					
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.		TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	D E C R E A S E S	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales			1,175.00	1,175.00	
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
14.		c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00			146,175.00	146,175.00	
15.	TOTAL DECREASES				147,350.00	147,350.00	
15.	ACCOUNTABILITY - ENDING				0.00	0.00	



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY					1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS						
a. LINE NO.	b. DESCRIPTION	c. TODAY	d. MONTH-TO-DATE			
1.	ACCOUNTABILITY - Beginning of Day	0.00	0.00			
2.	ADVANCES a. Cash 140,000.00 b. Prepositioned Checks	140,000.00	140,000.00			
3.	VOUCHERED COLLECTIONS	6,000.00	6,000.00			
4.	TREASURY CHECK ISSUES					
5.	TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.	EXCHANGE GAIN ACCUMULATIONS					
7.	OTHER (Explain) SVC Loads	1,350.00	1,350.00			
8.	TOTAL INCREASES	147,350.00	147,350.00			
9.	GROSS ACCOUNTABILITY	147,350.00	147,350.00			
10.	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.	EXCHANGE LOSS ACCUMULATIONS					
12.	OTHER (Explain) SVC Sales	1,175.00	1,175.00			
13.	RETURNS TO PRINCIPAL a. Paid Vouchers 20,000.00 b. Deposit Tickets c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00	146,175.00	146,175.00			
14.	TOTAL DECREASES	147,350.00	147,350.00			
15.	ACCOUNTABILITY - ENDING	0.00	0.00			



DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				0.00	0.00
2.	I N C R E A S E S D E C R E A S E S	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES	a. Vouchered		b. Other		
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.		TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	D E C R E A S E S	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets			
			c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00				
14.		TOTAL DECREASES				146,175.00	146,175.00
15.	ACCOUNTABILITY - ENDING				0.00	0.00	

Total
Decreases





DD 2665 - SECTION I

DAILY AGENT ACCOUNTABILITY SUMMARY						1. DATE 14 March **	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS							
a. LINE NO.		b. DESCRIPTION				c. TODAY	d. MONTH-TO-DATE
1.		ACCOUNTABILITY - Beginning of Day				0.00	0.00
2.	INCREASES	ADVANCES	a. Cash 140,000.00	b. Prepositioned Checks	c. Other	140,000.00	140,000.00
3.		VOUCHERED COLLECTIONS				6,000.00	6,000.00
4.		TREASURY CHECK ISSUES	a. Vouchered	b. Other			
5.		TRANSFERS FROM OTHER DISBURSING OFFICERS					
6.		EXCHANGE GAIN ACCUMULATIONS					
7.		OTHER (Explain) SVC Loads				1,350.00	1,350.00
8.		TOTAL INCREASES				147,350.00	147,350.00
9.		GROSS ACCOUNTABILITY				147,350.00	147,350.00
10.	DECREASES	TRANSFERS TO OTHER DISBURSING OFFICERS					
11.		EXCHANGE LOSS ACCUMULATIONS					
12.		OTHER (Explain) SVC Sales				1,175.00	1,175.00
13.		RETURNS TO PRINCIPAL	a. Paid Vouchers 20,000.00	b. Deposit Tickets	c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00	146,175.00	146,175.00
14.		TOTAL DECREASES				147,350.00	147,350.00
15.	ACCOUNTABILITY - ENDING				0.00	0.00	

Gross
accountability -
total decreases
= Ending
balance

This must equal the Ending Balance on the DD 1081



DD 2665 - SECTION II (WHAT AM I DOING WITH WHAT HAPPENED)

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY							
a. LINE		b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY		UNITS	RATE			
17.	CASH ON HAND (U.S.)				100,440.00	100,440.00	0.00
18.	CASH ON HAND	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
	(Foreign)	b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INSTRUMENTS (U.S.)				735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)		UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES						
23.	PAID VOUCHERS				20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT						
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)						
27.	DISHONORED CHECKS RECEIVABLE						
28.	CHECK OVERDRAFTS RECEIVABLE						
29.	LOSS OF FUNDS						
30.	DEFERRED VOUCHERS						
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY				146,175.00	146,175.00	0.00

Items in cashier's accountability (documents and cash on

hand) Items returned principal (documents, cash, etc.)



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY						
a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION UNITS 2,500,000	RATE 100	25,000	25,000	0.00
		b. OPERATING UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
25.	FUNDS WITH SUBAGENTS					
26.	DEPOSIT TICKETS (not LDA)					
27.	DISHONORED CHECKS RECEIVABLE					
28.	CHECK OVERDRAFTS RECEIVABLE					
29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00

Not applicable
to Cashiers



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY							
a. LINE	b. ELEMENT OF ACCOUNTABILITY				c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE				
17.	CASH ON HAND (U.S.)				100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
		b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INSTRUMENTS (U.S.)				735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE				
22.	MILITARY PAYMENT CERTIFICATES						
23.	PAID VOUCHERS				20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT						
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)						
27.	DISHONORED CHECKS RECEIVABLE						
28.	CHECK OVERDRAFTS RECEIVABLE						
29.	LOSS OF FUNDS						
30.	DEFERRED VOUCHERS						
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY				146,175.00	146,175.00	0.00

Physical Dollar
count before
returns

Dollars
returned to
principal

Physical Dollar
count after
returns





DD 2665 - SECTION II

Today's business date
exchange rate

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY							
a. LINE	b. ELEMENT OF ACCOUNTABILITY				c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE				
17.	CASH ON HAND (U.S.)				100,440.00	100,440.00	0.00
18.	CASH ON HAND	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
	(Foreign)	b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INSTRUMENTS (U.S.)				735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)		UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES						
23.	PAID VOUCHERS				20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT						
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)						
27.	DISHONORED CHECKS RECEIVABLE						
28.	CHECK OVERDRAFTS RECEIVABLE						
29.	LOSS OF FUNDS						
30.	DEFERRED VOUCHERS						
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY				146,175.00	146,175.00	0.00

Dollar value
before returns

FC returned to
principal

Physical FC
count after
returns



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY							
a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS	
16.	LIMITED DEPOSITORY	UNITS	RATE				
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00	
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
		b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00	
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE				
22.	MILITARY PAYMENT CERTIFICATES						
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00	
24.	FUNDS IN TRANSIT						
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)						
27.	DISHONORED CHECKS RECEIVABLE						
28.	CHECK OVERDRAFTS RECEIVABLE						
29.	LOSS OF FUNDS						
30.	DEFERRED VOUCHERS						
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00	

Only used if a cashier was issued a Treasury Check on line 2b above and the check was not used.



a. LINE		b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY		UNITS	RATE			
17.	CASH ON HAND (U.S.)				100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
		b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INSTRUMENTS (U.S.)				735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)		UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES						
23.	PAID VOUCHERS				20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT						
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)						
27.	DISHONORED CHECKS RECEIVABLE						
28.	CHECK OVERDRAFTS RECEIVABLE						
29.	LOSS OF FUNDS						
30.	DEFERRED VOUCHERS						
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY				146,175.00	146,175.00	0.00



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY							
a. LINE		b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY		UNITS	RATE			
17.	CASH ON HAND (U.S.)				100,440.00	100,440.00	0.00
18.	CASH ON HAND	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
	(Foreign)	b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INSTRUMENTS (U.S.)				735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)		UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES						
23.	PAID VOUCHERS				20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT				Not applicable to Cashiers		
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)						
27.	DISHONORED CHECKS RECEIVABLE						
28.	CHECK OVERDRAFTS RECEIVABLE						
29.	LOSS OF FUNDS						
30.	DEFERRED VOUCHERS						
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY				146,175.00	146,175.00	0.00

Not applicable to Cashiers



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY							
a. LINE		b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY		UNITS	RATE			
17.	CASH ON HAND (U.S.)				100,440.00	100,440.00	0.00
18.	CASH ON HAND	a. ACCOMODATION	UNITS 2,500,000	RATE 100	25,000	25,000	0.00
	(Foreign)	b. OPERATING	UNITS	RATE			
19.	PREPOSITIONED TREASURY CHECKS						
20.	NEGOTIABLE INSTRUMENTS (U.S.)				735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)		UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES						
23.	PAID VOUCHERS				20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT				Not applicable to Cashiers		
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)						
27.	DISHONORED CHECKS RECEIVABLE						
28.	CHECK OVERDRAFTS RECEIVABLE						
29.	LOSS OF FUNDS						
30.	DEFERRED VOUCHERS						
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY				146,175.00	146,175.00	0.00

Not applicable
to Cashiers



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY

a. LINE	b. ELEMENT OF ACCOUNTABILITY			c. ACCOUNTABILITY BEFORE TRANSFERS	d. RETURNS TO PRINCIPAL	e. ACCOUNTABILITY AFTER TRANSFERS
16.	LIMITED DEPOSITORY	UNITS	RATE			
17.	CASH ON HAND (U.S.)			100,440.00	100,440.00	0.00
18.	CASH ON HAND (Foreign)	a. ACCOMODATION	UNITS 2,500,000	25,000	25,000	0.00
		b. OPERATING	UNITS			
19.	PREPOSITIONED TREASURY CHECKS					
20.	NEGOTIABLE INSTRUMENTS (U.S.)			735.00	735.00	0.00
21.	NEGOTIABLE INSTRUMENTS (Foreign)	UNITS	RATE			
22.	MILITARY PAYMENT CERTIFICATES					
23.	PAID VOUCHERS			20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT					
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27.	DISHONORED CHECKS RECEIVABLE					
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29.	LOSS OF FUNDS					
30.	DEFERRED VOUCHERS					
31.	OTHER (Explain)					
32.	TOTAL AGENT ACCOUNTABILITY			146,175.00	146,175.00	0.00

Paid Vouchers before returns

Paid Vouchers returned to principal

Paid Vouchers after returns



DD 2665 - SECTION II

SECTION II - DISTRIBUTION OF AGENT ACCOUNTABILITY							
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31.	OTHER (Explain)						
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to Cashiers



DD 2665 - SECTION II

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DD 2665 - SECTION II

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23.	PAID VOUCHERS				20,000.00	20,000.00	0.00
24.	FUNDS IN TRANSIT				Applicable to DA and above		
25.	FUNDS WITH SUBAGENTS						
26.	DEPOSIT TICKETS (not LDA)						
27.	DISHONORED CHECKS RECEIVABLE						
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Applicable to
DA and above



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Applicable to
DA and above



WEISSER, PAUL (1913 -)
 1000 1/2 N. 10th St.
 Minneapolis, Minn.

JOURNAL VOUCHER

J. T. No.
 Date 10/1/33

REVENUE	EXPENDITURE	DEBIT	CREDIT
AMERICAN COAST OF MEXICO Pub. Cos. News of Mexico 10 Cents		1,000.00	1,000.00
NOTE: 1000 DOLLARS DOLLAR CASH CHECK, PAID BY MEX GOVERNMENT FOR PUBLISHED MATR.			
	Totals	1,000.00	1,000.00

Prepared by:
 Approved by:

SPECIAL INVESTIGATING OFFICER
 RECEIVED



DD 2665 - SECTION II

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Not applicable
to Cashiers



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29.	LOSS OF FUNDS						
30.	DEFERRED VOUCHERS						
31.	OTHER (Explain)						
32.	TOTAL AGENT ACCOUNTABILITY				146,175.00	146,175.00	0.00

Total must equal to Block 15c of Section I

This must equal the Ending Balance on the DD 1081 and Block 15c of Section I of DD 2665



DD 2665 - SECTION III (WHO HAS MY MONEY?)

DA Only
Paying Agent
Accountability
Information

DA Only
Cashier
Accountability
Information

SECTION III - DISTRIBUTION OF AGENT ACCOUNTABILITY						
a. LINE	b. LOCATION	c. CASH (Foreign Units)	d. CASH (U.S.)	e. PREPOSITIONED CHECKS	e. MILITARY PAYMENT CERTIFICATES	g. OTHER
33.	AGENT					
34.	DEPUTY AGENT					
35.	CASHIER					
36.	OTHER (Specify)					
37.	TOTALS					
2. NAME OF AGENT (Type or Print) JOHN SMITH, PFC			3. ADDRESS OF AGENT (Type or Print) 3RD FINANCIAL MANAGEMENT DETACHMENT APO, AE 09314			
4. SIGNATURE OF AGENT /S/						

DD Form 2665, AUG 93

REPLACES DA FORM 3924, AUG 87, NAVCOMPT FORM 379, DEC 65,
AND AF FORM 1372, AUG 81, WHICH ARE OBSOLETE

USAPPCV1.00

Name of
Cashier

Signature of Cashier

Location



NEXT BUSINESS DAY

Start all over again



CHECK ON LEARNING

What is the purpose of the DD 1081?

To record advances and returns to the principal.

What is the purpose of the DD 2665?

It is a breakdown of all transactions that affected the agent's accountability throughout the business day.

Who is required to complete the DD 2665 and how often must it be done?

Cashiers and DAs. It must be completed daily.

What must be the Beginning Balance on the DD

1081 Beginning Balance of the DD 2665 and the ending balance of the previous DD 1081.



CHECK ON LEARNING

During a return to the DA, what should the (beginning accountability) + (collections) - (disbursements) equal to?
Leftover cash.

If a cashier suspects a possible loss of funds, what actions should he/she take?

Notify the Disbursing Agent and cease operations until the cause of the loss is determined.



PRACTICAL EXERCISE PREVIEW

**QUESTIONS?
CONCERNS?**